

SAMPLE - WRITTEN

HAZARD

COMMUNICATION

GUIDELINES/PROGRAM

For Compliance With

UOSH General Rules and Regulations

This material was compiled by the staff of UOSHA.

NOTE: This sample plan is provided only as a guide to assist in complying with UOSHA's General Rules and Regulations. It is not intended to supersede the requirements detailed in the standards. Employers should review the standard for particular requirements which are applicable to their specific situation. Employers will need to add information relevant to their particular facility in order to develop an effective program. Employers should note that certain programs are expected to be reviewed at least on an annual basis and updated when necessary.

The information contained in this document is not considered a substitute for any provision of the standard.

GUIDE TO COMPLIANCE WITH THE HAZ-COM STANDARD

The Hazard Communication Standard applies to virtually all commercial workplaces where employees use or may be exposed to hazardous chemicals. The standard requires an evaluation of the hazards of any chemical which is known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a foreseeable emergency, and that this hazard information and protective measures be transmitted to the employees who are exposed to the chemicals. The following (and also Appendix E of the standard) is a guide to use in developing the four major areas

which must be included in the hazard communication program. **You must refer to the hazard communication standard for all specific requirements of the program.**

1. **Written Program.** Employers must prepare a written hazard communication program for their workplaces which at least describes how the criteria specified for labels and warnings, material safety data sheets, and employee information and training will be met. The written program must be made available to employees upon request, and will be one of the first things an OSHA inspector will want to see. Also include in the written program:

* **Responsible Person.** Identify by job title who has the responsibility for maintaining the program, the MSDS sheets, conduct training, etc.

* **Hazardous Chemicals List.** Survey the workplace(s) and identify all of the hazardous chemicals in use. Look for label information such as "DANGER", "WARNING", OR "CAUTION" on the product. Prepare a list of all the chemical products which could be considered hazardous. This list must use an identity of the chemical that is cross-referenced on the MSDS. OSHA's recommendation is that this list be alphabetical (by department if desired) and that the MSDS file be maintained in the same order. This will help in locating a particular MSDS when time is of essence.

* **Non-Routine Tasks.** The program must include methods employers will use to inform employees of the hazards of non-routine tasks (for example, the cleaning of tanks or other vessels) where a person could be exposed to a hazardous chemical.

2. **MSDS File.** Material Safety Data Sheets provide a wealth of important information on each particular chemical or product. Prepare a file of MSDSs for the hazardous products (a three ring binder works great). If you do not have an MSDS for a particular product, request one from your supplier - they must provide you with one (it works best if you request the MSDS when you order the product).

3. Container Labeling. All containers of hazardous chemicals that you purchase or receive should already be labeled. The label must include appropriate hazard warnings. Be sure that you label/mark any containers which you fill from larger containers during the work process, i.e., spray bottles or use containers, or any waste containers. This labeling requirement does not include containers filled and used by the same person during one work shift. But its always best to label all containers to avoid mixups.

4. Employee Information And Training. All employees will be provided with information and training on this program and hazardous chemicals present in their work area. Any new employee must be trained at the time of their initial assignment (before starting to work with hazardous chemicals), and any affected employee must have a training update whenever a new hazard is introduced into their work area. Employee training must cover at least:

- * The provisions of the hazard communication standard. The location and availability of the written hazard communication program, chemical listing, and the MSDS file.

- * Which operations and products are hazardous, and what are the physical and health hazards.

- * What controls are in place to protect them; what they should do to protect themselves; and what personal protective equipment to use when working with these products.

- * Methods and observations that are in place or may be used to detect the presence or release of a hazardous chemical in their workplace.

- * What the MSDS is and how to get information from it. Information found in MSDSs, in addition to the identity and preparation date, generally includes:

** The chemical name and ingredients in its makeup;

** Physical and chemical characteristics of the chemical, such as the flash point, caustic or acid, boiling point, etc;

** Physical hazards and/or health hazards;

** Primary routes of entry into the body, i.e., inhalation, eyes, skin, etc;

** OSHA's Permissible Exposure Limit, or ACGIH's Threshold Limit Value;

** Precautions for safe handling, use, etc;

** Work & engineering controls; Personal protective equipment to be used;

** Emergency & first aid procedures;

** Manufacturer's name, address, & telephone number.

Application: The Hazard Communication Program **does not apply to:** (Exemptions are qualified. See the hazard communication standard for more definitive discussion in each area.)

* Any hazardous waste as defined by the Solid Waste Disposal Act when subject to EPA regulations; or any hazardous substance as defined by CERCLA when it is the focus of remedial or removal action under CERCLA in accordance with EPA regulations.

* Tobacco or tobacco products;

* Wood or wood products, including lumber which will not be processed, when the only hazard is the potential for flammability or combustibility;

* Articles (see definition in the standard);

* Food, drug, cosmetics, or alcoholic beverages in a retail establishment which are packaged for sale, or intended for personal consumption by employees while in the work place;

* Any consumer product or hazardous substance as defined by the Consumer Product Safety Act or Federal Hazardous Substance Act, where the employer can demonstrate it is used in the workplace for the purpose intended, and the use results in a duration and frequency of exposure which is not greater than exposures experienced by consumers. Examples are toilet bowl cleaner, window cleaner, engine starter.

SAMPLE PROGRAM (Attached)

The attached sample program is provided as a guide to assist you in developing a hazard communication program for your business. It is not intended to supersede the requirements detailed in the standard. You must review the standard for particular requirements which are applicable to your specific situation. You need to add information relevant to your particular company in order to develop an effective program.

HAZARD COMMUNICATION PROGRAM

GENERAL

The following written hazard communication program has been established for _____(name of company). This program, a listing of hazardous chemicals, and material safety data sheets (MSDS), will be available at _____(location) for review by all employees.

POLICY

Education and training will be provided for all employees who may be or potentially may be exposed to

hazardous chemicals in the work place. The training will be conducted prior to first exposure to the chemical (during on-the-job orientation and training) and whenever a new hazardous chemical is introduced into the work place. All employees will be informed of the location of the written hazard communication program, chemical listing, and MSDSs.

CONTAINER LABELING

The _____ (job title or responsible party) will verify that all containers received for and used by this company are clearly labeled as to the contents and the appropriate hazard warnings. No containers will be released for use until the above data is verified.

Existing labels on incoming containers of hazardous chemicals will not be removed or defaced, unless the container is immediately marked with the required information.

DOT shipping labels on containers will not be removed until all residue has been removed from the container.

All employees who transfer hazardous chemicals into portable containers (such as bottles, spray bottles, parts cleaning cans, etc) will ensure the containers are appropriately labeled and the contents identified.

LIST OF HAZARDOUS CHEMICALS

A list which identifies current hazardous chemicals present in the work place will be maintained, updated, and periodically reviewed. The list is cross-referenced to the MSDSs. It is kept with this program and MSDSs, and serves as an index to aid employees in identifying and locating necessary information.

MATERIAL SAFETY DATA SHEETS

It is the responsibility of the _____ (job title or responsible party) to obtain necessary MSDSs for hazardous materials so a comprehensive MSDS file can be maintained. MSDS will be maintained in current status.

Copies of the MSDSs for all hazardous chemicals to which employees may be exposed will be kept at _____ (location) and will be readily available for review to all employees during each workshift.

Subcontractors working on the jobsite are required to bring copies of all MSDSs for hazardous materials they are bringing on the jobsite to the employer's office so the information is accessible to all employees. It is preferable to have each subcontractor bring their hazardous communication program and MSDSs in a binder labeled with the contractor's name and identified as a hazardous communication program. Upon leaving the jobsite and the removal of all hazardous materials, they may take their information with them.

A recommendation is for employees to take a copy of the applicable MSDSs to the medical facility if emergency treatment is necessary due to exposure.

INFORMATION AND TRAINING

Employees will be provided information on these training requirements, any operations in their work area where hazardous chemicals are present, and the location of the written hazard communication program, chemical listing, and material safety data sheets.

Training may be either in the classroom or on-the-job, and presented prior to first exposure to the hazardous material. Information and training may be designed to cover categories of hazards (flammability) or specific chemicals. Chemical-specific information must always be available through labels and MSDSs. Attendance should be documented.

Employee training will include at least the following:

- * Methods and observations that are in place or may be used to detect the presence or release of a hazardous chemical in the work area;
- * The physical and health hazards of the chemicals in the work area;
- * The measures employees can take to protect themselves from the hazards, such as in place work practices, emergency procedures, and personal protective equipment to be used;
- * Details of the hazard communication program, including the labeling system.
- * Material safety data sheets, and how employees can obtain and use the appropriate hazard information.
- * If an employee is instructed to use a hazardous material for which he/she has not been trained, it will be their responsibility to inform the employer prior to handling such material, so proper training can be given.

NON-ROUTINE HAZARDOUS TASKS

Since many tasks are not done on a routine basis (for example, boiler cleanout or replacing hazardous chemical piping), they will be handled through specific pre-task actions and training. Before performing non-routine tasks, the supervisor in charge will review applicable MSDSs; instruct employees in the associated hazards and recommended first aid treatment; and assure all essential personal protective and emergency equipment is available and operational. He or she will notify all other employees working in this area that non-routine tasks are scheduled or being performed.

SUB-CONTRACTORS AND OTHER EMPLOYEES

Any contractors working in the company's facilities or jobsite will be informed of the written hazardous material program and where to locate MSDSs. It will be the responsibility of that employer to properly train his employees in the avoidance or emergency procedures for these materials.

WRITTEN HAZARD COMMUNICATION PROGRAM

GENERAL INFORMATION

In order to comply with **OSHA** General 1200 & Construction 1926.59, Hazard Communication, **the following written Hazard Communication Program** has been established for (_____).

All work units of the company are included within this program. The written program will be available in the (_____) for review by any interested employee.

Container Labeling

The(_____) will verify that all containers received for use will:

1-Be clearly labeled as to the contents.

2-Note the appropriate hazard warning.

3-List the name and address of the manufacturer-

The (_____) will insure that all secondary containers are label with either an extra copy of the original manufacturer's label, or with generic labels.

B.Material Safety, Data Sheets (MSDS)

The (_____) will be responsible for obtaining and maintaining the data sheet system for the company.

The(_____) will review incoming data sheets for new and significant health/safety information. He/She will see that any new information is passed on to the affected employees. (If alternatives to actual data sheets are used, a description of the system will be provided). Copies of MSDS's for all hazardous chemicals to which employees of this company may be exposed will be kept in the(_____).

MSDS's will be available to all employees in their work area for review during each work shift.

If **MSDS's** are not available, or new chemicals in use do not have MSDS's immediately contact (_____).

Employee Training and Information

The (_____) is responsible for the employee training program- He/She will ensure that all elements specified

below are carried out. Prior to starting work each new employee of (_____) will attend a health and safety orientation and will receive information and training on the following:

- 1-An overview of the requirements contained in the Hazard Communication Standard.
- 2-Chemicals present in their workplace operations.
- 3-Location and availability of our written hazard program.
- 4-Physical and health effects of the hazardous chemicals.
- 5-Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- 6-How to lessen or prevent exposure to these hazardous chemicals through usage of control work practices and personal protective equipment.
- 7-Steps the company has taken to lessen or prevent exposure to these chemicals.
- 8-How to read labels and review MSDS's to obtain appropriate hazard information.
- 9-Location of MSDS file and location of hazardous chemical list.
10. Information & training on the Hazards of non-routine tasks will be completed by (_____),
before the task is undertaken.

Prior to a new chemical hazard being introduced into any section of this company, each employee of that section will be given information as outlined above.

The(_____) is responsible for ensuring that MSDS's on the *new* chemicals are available.